



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 202
HONOLULU, HAWAII 96813-3065
TELEPHONE: (808) 768-5010 • FAX: (808) 768-5011

JOEY MANAHAN
Councilmember District VII
(808) 768-5007
(808) 768-1200 (fax)
E-mail: jmanahan@honolulu.gov

February 07, 2018

The Honorable Kirk Caldwell
Mayor of the City and County of Honolulu
530 South King Street, 3rd Floor
Honolulu, Hawaii 96813

Dear Mayor Caldwell:

Subject: **BUDGET COMMUNICATION NO. 1**
Operating and Capital Budgets for Fiscal Year 2019

As done so in prior years, the Committee on Budget respectfully requests that budget documents and related details meet the provisions outlined in Chapter 2, Article 18 of the Revised Ordinances of Honolulu (ROH). Please submit all information requested along with other budget documents.

1. Section 2-18.6 (ROH) states that the line item budget details for salary cost items include, but not limited to, the class description of budgeted positions. Please ensure that the Positions Summary by Classification report includes permanent, temporary, and contract positions.
2. Section 2-18.6 (ROH) states that for current expenses and equipment items exceeding \$50,000 in the Operating Budget, addition information must be provided, including clear description and purpose of the budgeted items and/or services. Please ensure that item are not lumped together under object codes. In the Capital Budget, appropriations over \$50,000 for miscellaneous projects must be detailed. Please provide a brief explanation of how funds will be used for each project.
3. Additionally, Section 2-18.7 (ROH) requires that a position vacancy report be provided to the Council. This report shall be detailed by department and activity and shall include the current balance of the Provision for Vacant Positions as well as the number of positions filled to date using the provisional funding.
4. Please provide the Council with thirty two copies of the above budget related documents, and, also, please deliver the documents to the Clerk's Office along with the annual budget items.

The Honorable Mayor Kirk Caldwell
February 07, 2018
Page 2

Thank you for your attention to these requests. Your cooperation and assistance will undoubtedly allow for an efficient review of the City's Fiscal Year 2019 budgets.

A handwritten signature in black ink, appearing to read "Joey Manahan", written over a horizontal line.

JOEY MANAHAN, Chair
Committee on Budget

Copy: Mr. Roy K. Amemiya, Jr., Managing Director
Department of Budget and Fiscal Services